

Sample article for national organizations to use when communicating to their affiliates

Please encourage your local affiliates to post this information on their Web pages or use in other communication vehicles.



The IRS is seeking assistance from [name of organization or title of position, i.e., United Way, Extension Agents] in providing local communities information about the options available for people who owe federal tax.

Please share this money-saving tip with your customers and communities: If folks find they'll owe money on their tax returns, they should file timely to avoid late-filing penalties and pay as much as they can when they file to reduce penalty and interest charges.

People who owe federal income tax shouldn't panic. The IRS offers several convenient options for paying taxes, which include:

- Writing a check or money order made out to the *United States Treasury*. They should also submit [Form 1040-V, Payment Voucher](#), with it.
- Using a [credit card or debit card](#). More information is available about this option at [IRS.gov](#) or in the tax form instructions. The information includes the telephone numbers, websites and fees for the IRS e-pay service providers.
- Making an [electronic funds withdrawal](#). Individuals can schedule payments from their bank accounts when they electronically file their returns.
- Using [EFTPS](#) (Electronic Federal Tax Payment System), a *free* service for paying electronically via Internet or phone.
 - www.eftps.gov
 - 1-800-316-6541
 - For TTY/TDD help, call 1-800-733-4829

If someone cannot pay the full amount, he or she can talk to the IRS about making an agreement for full payment within 60 or 120 days or requesting an installment agreement ([Form 9465](#)). They can also visit [IRS.gov](#) and request an Online Payment Agreement.

TIP: There is no user fee on the full payment within 60 or 120 days, so your customers should choose that option if they can. A user fee, however, does apply to an installment agreement. Interest and penalty charges apply to both arrangements.

Another Option - Offers in Compromise

For some people, an offer in compromise is a viable option. An offer in compromise is an agreement between an individual and the IRS that settles the individual's debt for less than the full amount owed. For more information, refer your customers to [Publication 594](#), *The*

Collection Process, or send them to [IRS.gov](https://www.irs.gov). They should then type *offer in compromise* in the Search box.

People should also be reminded about how to prevent owing tax in the future.

- Submit a revised [Form W-4](#), *Employee Withholding Allowance Certificate*
- Submit a revised [Form W-4P](#), *Withholding Certificate for Pension or Annuity Payments*
- Make or increase estimated tax payments using [Form 1040-ES](#), *Estimated Tax for Individuals*.

NOTE TO AFFILIATES: The links below provide more information about federal tax payment options and publications that can be ordered through your local organizations' IRS contacts.

- Check out different options for making payments, [Payment Options – Ways to Make a Payment](#)
- Check out E-pay options on the [Electronic Payment Options Homepage](#)
- *See this bookmark listing all payment options in English - [Publication 4853, Do You Owe Federal Taxes?](#)
- *See this bookmark listing all payment options in Spanish - [Publication 4853\(SP\), ¿Adeuda usted impuestos federales?](#)

** The bookmarks can be ordered through IRS representatives.*

Your local organizations can also embed a video about [IRS payment options](#) into their websites. Ask them to visit the [IRS YouTube Channel](#).